

## **Near-Miss Report**

A near-miss is a potential hazard or incident that **has not resulted** in any personal injury or property damage. Some examples of near-misses are unsafe conditions, improper use of equipment, use of faulty equipment, not following proper procedures.... It is everyone's responsibility to report and correct any of these potential hazards immediately. Please use this form to report near-misses and assist us in preventing future incidents and making our City a safer workplace.

Department:	Location:		Room #:
Date of Incident:		Time of Incident:	
Contributing Factor		Contributing Factor	
☐ Potential Auto accident/collision		☐ Potential bodily injury	
☐ Potential Slips/Trips/Falls		☐ Potential release to the environment	
☐ Potential Struck by/Struck against		☐ Safety barrier challenged/missing	
☐ Unsafe act or behavior		☐ Equipment inoperable	
☐ Potential property damage		☐ Missing/incorrect PPE	
☐ Housekeeping		☐ Other (Describe)	
Describe the potential incident/hazard/concern and possible outcome (in as much detail as			
possible):			
Safety Suggestions:			
Please submit photos along with this form if available			
Name/SAP# (Optional):		Date Reported:	
Phone Number:		Email Address:	

Submit this form to your Supervisor or Safety Coordinator. For questions or cases deemed immediately dangerous to life or death, call the Office of Risk Management at (210) 207-3938.

In the case of an emergency call 911.